

MEMORANDUM

September 15, 2016

TO: CIVIL SERVICE/EQUAL EMPLOYMENT COMMISSION

FROM: KURT O. WILSON, CITY MANAGER

SUBJECT: **ANNUAL EQUAL EMPLOYMENT REPORT – OFFICE OF THE CITY
MANAGER**

Introduction

The Office of the City Manager is dedicated to providing equal consideration and treatment to all City of Stockton employees and applicants. Establishing a comprehensive effort to support workplace diversity and equity is essential for a rich work environment. An additional top priority is to ensure the Department and city's workforce is representative of the community's diverse population.

Organizational Structure and Responsibilities

The Office of the City Manager is committed to the strategic targets adopted by City Council: public safety, fiscal sustainability, organizational development, economic development, youth, infrastructure, and public relations/image.

The City Manager is appointed by the City Council to direct the administration and operations of the City under the policy direction of the City Council. The City Manager's Office supervises the operations of the City departments, prepares reports to the City Council on City activities, makes recommendations to Council on policy matters, and carries out the implementation of Council policy. Other functions within the Office of the City Manager include: Legislative Analysis, Operation Peacekeeper, Grants, Public Information, and Channel 97.

Workforce Composition

For the period of time covered by this report (September 2015 through September 2016) the Office of the City Manager was staffed with 25 full-time positions.

The Office of the City Manager is comprised of a fairly balanced workforce reflective of the City and County population ratio. In the department, 52% are female employees. By way of comparison, Citywide, 31% of employees are female. In comparison to the greater community, the Office of the City Manager ratio of 52% is slightly above the 51% of the population within Stockton, and slightly above with the 50% of the population within San Joaquin County. One of the three department senior management positions is held by a female. The following table is a comparative summary of gender percentages in the department and greater community.

Gender Composition

	City Manager		City Employees		City of Stockton (Figures Reflect Employable Population Only) <i>Taken from the 2010 U.S. Census Bureau</i>		San Joaquin County (Figures Reflect Employable Population Only) <i>Taken from the 2010 U.S. Census Bureau</i>	
Male	11	44%	982	69%	142,925	49%	341,230	50%
Female	14	52%	464	31%	148,782	51%	344,076	50%
Total	25	100%	1446	100%	291,707	100%	685,306	100%

The following table is a breakdown of ethnicity which compares the department to City employees, Stockton residents, and San Joaquin County residents.

Ethnicity Composition

	City Manager		City Employees		City of Stockton (Figures Reflect Employable Population Only) <i>Taken from the 2010 U.S. Census Bureau</i>		San Joaquin County (Figures Reflect Employable Population Only) <i>Taken from the 2010 U.S. Census Bureau</i>	
White	8	32%	855	59.13%	66,836	23%	236,025	36%
Black	8	32%	74	5.11%	33,507	11%	48,657	7%
Hispanic	6	24%	347	24.00%	117,590	40%	266,584	39%
Asian	2	8%	143	9.89%	61,945	21%	97,999	14%
Native American	0	0%	16	1.11%	1,237	<1%	3,427	1%
Two or More Races	0	0%	11	0.76%				
Other	1	4%	0	0%	10,592	4%	22,614	3%
Total	25	100%	1,446	100%	291,707	100%	685,306	100%

The Office of the City Manager employs a diverse workforce, including 32% white, 32% black, 24% Hispanic, and 8% Asian employees. The composition of the senior management positions is 67% white and 33% black.

The Office of the City Manager continually seeks to recruit and retain employees of all genders and races. The Department as a whole strives to create a better workforce by improving recruitment efforts, providing adequate training, and by hiring qualified, educated staff.

Personnel Changes in the Department

The department hired six (6) positions. All positions were hired to fill vacant positions due to attrition, separation and newly budgeted positions. The department hired one (1) Office of Violence Prevention Manager position that was filled by a black female, one (1) Office of Violence Prevention Assistant (Community Engagement Coordinator) position that was filled by a female who race was not identified, and four (4) Outreach Worker positions that were filled by one (1) black female, one (1) Asian male, and two (2) black males.

Professional and Diversity Training

The Office of the City Manager promotes training and continuing education as opportunities to enhance personal growth and organizational awareness of current workplace diversity issues. City Manager staff received training, attended professional development and conferences in the following areas during this reporting period:

1. League of California Cities Annual Conference
2. League of California Cities 2015 Municipal Finance Institute
3. International City/County Management Association (ICMA) Conference
4. ICMA-SEIL Leadership Institute
5. ICMA West Coast Regional Summit
6. Microsoft SharePoint Training (Administrator & Foundation)
7. Risk Management Training
8. Harassment Awareness & Prevention for General Workforce
9. Harassment Awareness & Prevention (Refresher)
10. Completed Staff Work Training
11. Managing Your Work Life, Time and Priorities Training
12. Embracing Diversity in the Workplace
13. Emotional Intelligence Training
14. Performance Management: Evaluation, Documentation and Discipline
15. Family and Medical Leave Act Training
16. Building a Workplace of Mutual Respect Training
17. Substance Abuse Awareness Training
18. Supervisor's Role in Worker's Compensation Training
19. Critical Thinking Workshop
20. MMANC Women's Leadership Summit
21. MMANC Summer Symposium
22. MMANC Winter Forum
23. MMANC Diversity Uncovered Workshop
24. MMANC Financing Public Infrastructure Workshop
25. CAPIO Northern California Workshop & Annual Conference
26. Oracle Digital Cities Tour
27. California Community Violence Prevention Network

Recruitment Efforts

The Office of the City Manager seeks to recruit, employ, and retain men and women of all races. The department establishes a strong diverse team through extensive recruiting, soliciting community input during the recruitments process when appropriate, and hiring qualified staff.

Summary

The Office of the City Manager will continue to strengthen equal employment goals, address barriers or challenges as they arise, and establish plans to improve employment opportunities for all to better meet the needs of the community.